



THE NEW COLLEGE (AUTONOMOUS)

No 147, Peters Road, Royapettah Chennai 600014

Office of Controller of Examinations

November 2020 Semester & Supplementary / Improvement December 2020 Examination

Instructions to the students for writing the examination through online:

General instructions:

1. The time duration of examination will be one and half hours. Question pattern will be as follows:
Part: A – 5 out of 8 – (5 x 9=45 Marks)
Part: B – 2 out of 5 – (2 x 15=30 Marks)
2. The Google classroom link for the examination will be sent to the students by the respective Nodal officers / H.O.Ds through WhatsApp group.
3. The question papers will be available in the Google classroom / WhatsApp group during the examination days (refer timetable). from 10.00 am to 11.30 am. for F.N session and 02.00 pm. to 03.30 pm. for A.N session.
4. Use only A4 size paper and write the examination strictly within 14 pages.
5. The students must write their register number, subject code, page number and put their signature with date on the top of the answer script in each and every page.
6. The college will send the Nodal officer's / H.O.D's information to students through SMS. For more clarification, the students can contact their Nodal officer through WhatsApp/SMS.
7. The students must write the examination in blue or black pen and not allowed to type answer papers and also copy & paste the text book images in their answer scripts.

Instructions to Students to be followed before the examination:

1. The students should logon to their respective Google classroom at the time of examination through their new institutional Gmail id or their personal Gmail id (2013 – 2016 Batch) to view / download the question paper.
2. Students can download the question paper from the WhatsApp. Then the students should send the message to the Nodal officer through WhatsApp as "QUESTION PAPER DOWNLOADED". This will be a confirmation from the students that he is attending the examination

Instructions to the Students to be followed after completion of the examination:

1. The students must check, whether the register number, subject code, page number and signature are written on the top of the answer script in the each and every page.
2. Students can upload their answer scripts through institutional Gmail or their personal Gmail id.
3. After completion of the examination, each and every page should be scanned, then login to the respective Google classroom and click the ADD button and upload the scanned copy of the answer scripts. Then check whether the pages are in the ascending order, if it is not in ascending order, use the option to arrange the pages in the ascending order.
4. Hall ticket (November 2020 Candidates) / ID card (Supplementary / Improvement December 2020 Candidates) and answer scripts should be uploaded in Pdf format.
5. ANSWER SCRIPT WITHOUT HALL TICKET / ID CARD WILL NOT BE EVALUATED.
6. The Answer Script to be uploaded be named by your **Register Number**.
7. Once the students uploaded the answer scripts in the Google classroom, it cannot be changed or viewed again. Hence, it is strictly instructed to the students to check thoroughly before uploading of answer scripts.
8. The students are permitted to upload 14 pages only.
9. The students should upload the answer scripts with in 1 hour after completion of the examination.
10. In case of upload failure contact the staff in-charge for help.
11. The students will have the option to view the acknowledgement for submission of answer scripts.
12. After uploading the answer scripts, the students should send a message to the Nodal officer / H.O.Ds through WhatsApp as "ANSWER SCRIPT UPLOADED". This will be a confirmation of uploading the answer script.
13. Students are instructed to mention on the cover November 2020 or Supplementary / Improvement December 2020 Examinations
14. After uploading the answer script to the respective Google classroom, the hard copy of the answer scripts should be sent to the Controller of Examinations of the college by courier/speed post after the completion of all examinations without fail.

Address:

November 2020 Examinations or Supplementary / Improvement December 2020 Examinations	
To	From
The Controller of Examinations,	Student's Name
The New College,	Register Number
147, Peters Road,	Department
Royapettah, Chennai – 600 014.	Address
	Mobile Number